

Kanab City Job Opening

Business/Land Use Coordinator

Kanab City is now accepting applications/resumes for the new position of Business/Land Use Coordinator. This is a part-time position (20-25hrs/week) with wages ranging from \$15-\$20hr. The position will serve to assist businesses and residents through the land use process, enforce land use and nuisance ordinances, and administer the licensing of businesses. Applicants must have excellent customer services skills and be available for public meetings held in the evenings. Experience with land use administration is preferred, but not required. For a complete job description and more information, visit the Kanab City website at Kanab.utah.gov or call the City Officer at 435-644-2534. The first review of submitted resumes will be March 1st, 2013.

KANAB CITY JOB DESCRIPTION

TITLE: BUSINESS & LAND USE COORDINATOR
STATUS: PART-TIME
FLSA STATUS: Non-Exempt
COMPENSATION: DOE

EFFECTIVE DATE: 3/1/2013 (Original)

BASIC FUNCTIONS

Responsible for working with the public, city staff/contractors, and the City Council/Planning Commission to ensure that new development and on-going land occupancy conforms to applicable City regulations regarding land use, business licensing, nuisance abatement.

SUPERVISION REVIEWED

Works under the direct supervision of the City Manager.

ESSENTIAL JOB FUNCTIONS

1. Assists potential and actual land use applicants by explaining and interpreting land use regulations in a professional and friendly manner, by phone, in person, and in writing, including by the preparation of check-lists and other printed materials.
2. Performs duties as outlined in the City's Land Use Ordinance, including:
 - a. Receiving applications and ensuring their proper review by City staff and contractors, approving applications when applicable;
 - b. Performing site inspections and minimal document reviews to ensure compliance with provisions of permits/approvals.

3. Attends and participates in Planning Commission meetings, advising the Commission on items related to the administration of the Land Use Ordinance. May also be required to attend other City meetings, including meetings held in the evenings.
4. Work with city contractors, as applicable, to coordinate building inspections.
5. Administers the licensing of businesses, including:
 - a. Assisting the public with general information as well as assisting public in completing required licensing forms; provides information to the public pertaining to licensing of businesses; create and maintain information sheets and other documentation for distribution to the public concerning business licenses.
 - b. Receiving applications for business, beer, liquor consumption, temporary businesses; determines which inspections are necessary for approval of licensing; communicates with South West Health Department when required; communicates with Police and Fire personnel and other applicable departmental personnel when required for approval of business licenses.
 - c. Contacting unlicensed businesses and businesses with expired licenses for proper compliance with licensing ordinance by telephone, in person and through correspondence; prepares and issues notices for delinquent, unlicensed businesses and renewal licenses for businesses, follows through with necessary enforcement procedures.
 - d. Issuing license after determining applicant is in compliance with all City and State Statutes and Ordinances; establish and maintain business license files as well as a monthly listing for new businesses for distribution to various offices and companies.
6. Responsible for receiving and acting on zoning and nuisance complaints in a professional and friendly manner, including any required investigations,

written notices, and court/administrative proceedings; and for maintaining a log with status of each complaint.

7. Operates computer terminal; word processing, e-mail, spreadsheets, and other software as required.
8. Coordinates with and receives help from City administrative staff.
9. Other related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Education/Experience:
 - a. Graduation from high school or equivalent, plus two (2) years of experience in performing related duties; OR
 - b. Five years of responsible experience in related duties; OR
 - c. An equivalent combination of education and experience.
2. Knowledge, Skills, and Abilities:
 - a. **LANGUAGE SKILLS:** Ability to read, analyze, and interpret maps, technical procedures, planning documents, or governmental regulations. Ability to write reports and business correspondence. Excellent ability to effectively present information and respond to questions from the public, groups, contractors and employees of the organization.
 - b. **REASONING ABILITY:** Ability to solve practical problems and deal with a variety variables in unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- c. **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus. Frequent local travel required in course of performing portions of job functions. Position requires appropriate dress for public presentation.